



# Pre-Application Meeting Request

City of Tualatin Community Development Department  
18880 SW Martinazzi Avenue, Tualatin, OR 97062  
www.tualatinoregon.gov (503) 691-3026

**Welcome and thank you for choosing to locate your project in the City of Tualatin.**

Please complete this form, attach sketches, plans, etc., and send it in no later than two weeks prior to your intended meeting date to:

Lynette Sanford, Office Coordinator, fax (503) 692-0147 or e-mail [lsanford@ci.tualatin.or.us](mailto:lsanford@ci.tualatin.or.us).

If you have questions: (503) 691-3026.

A Pre-Application fee of \$220 is due in full before the meeting can be booked.

**1. Name of Project:** \_\_\_\_\_

**2. Applicant Information:**

Name \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_

**3. Who, beside the Applicant, will be attending this Scoping Meeting?** (Please list individual names and company or affiliation below. Attach an additional sheet if needed.) Please provide all possible attendees, so an adequate size room can be booked.

Name \_\_\_\_\_ Company or Affiliation: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name \_\_\_\_\_ Company or Affiliation: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name \_\_\_\_\_ Company or Affiliation: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**4. What type of development are you proposing?** (Check all that apply)

☐ Industrial ☐ Commercial ☐ Residential ☐ Institutional ☐ Mixed-use

Please provide a brief description of your project: (Attach additional sheets if needed.) Please include description of existing uses and structures in addition to what is proposed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Where is the development/project site? Please provide addresses of all involved properties.**

Address \_\_\_\_\_  
Planning District \_\_\_\_\_ Map # \_\_\_\_\_ Tax Lot # \_\_\_\_\_  
Total Acreage \_\_\_\_\_

**6. What is the applicant's affiliation with the project?** (Check all that apply)

☐ Broker ☐ Developer ☐ Property Owner ☐ Representative ☐ Other

If "Other", please explain:

\_\_\_\_\_  
\_\_\_\_\_

7. **What is the primary purpose of this pre-application meeting (What would you like to accomplish)?** (Attach additional sheets if needed.)

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8. **Are you familiar with the development process in Washington or Clackamas County or Tualatin?** (Check one) ☐ Yes ☐ No

If Yes, please identify an example project: \_\_\_\_\_

9. **Provide preliminary site plans, concept drawings and other details for staff review prior to the meeting.** ☐ Yes, such is attached or will be provided concurrently through the pre-app coordinator. These plans must be further revised from what was presented during the Scoping meeting. Plans must include dimensions, a north arrow, all existing buildings, setbacks from property lines, and as much detail about the proposed project as can be provided. The drawing must be clear, legible and reproducible. All drawings are due prior to being booked.

10. **Are you familiar with the sections of the Tualatin Development Code (TDC) that pertain to your proposed development?**

☐ Yes ☐ No

11. **Is the property under enforcement action? If yes, please attach a notice of the violation.**

12. **Please list the names of City, TVF&R, CWS, and County staff with whom you have already discussed this proposal:**

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**TO BE COMPLETED BY COMMUNITY DEVELOPMENT STAFF:**

Date Request Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Project Name: \_\_\_\_\_

Case #: \_\_\_\_\_

Scheduled Pre-App Meeting Date: \_\_\_\_\_

Payment Received: ☐ Receipt #: \_\_\_\_\_

Lead Department:

- ☐ Planning
- ☐ Economic Development
- ☐ Engineering & Building
- ☐ No. of People Attending